

To: Brown, Cynthia[Brown.Cynthia@epa.gov]; Ferguson, Ralph[Ferguson.Ralph@epa.gov]; Sonntag, Patricia[Sonntag.Patricia@epa.gov]
From: Milbeck, Regina
Sent: Wed 8/19/2015 1:00:38 PM
Subject: RE: I added another line about 2 lines for regular and overtime in PPL

Patti,

Did this address your concerns? Thanks.

Missy Milbeck, Comptroller

U.S. Environmental Protection Agency

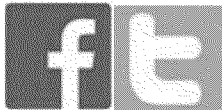
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Office of the Regional Comptroller



From: Brown, Cynthia
Sent: Wednesday, August 19, 2015 8:00 AM
To: Milbeck, Regina; Ferguson, Ralph; Sonntag, Patricia
Subject: I added another line about 2 lines for regular and overtime in PPL

Good Morning Everyone,

We realize the collaborative guidance sent out by OB/OSWER left many questions unanswered. Below is some further guidance for everyone based on multiple site charging situations:

This applies to all Superfund and non-Superfund employees.

Regular Time:

Working 100% on GKM – site charge 100% to the account favorite loaded in PPL+ (2015 T 06L 303DC6 A8K9RV00).

Working less than 100% on GKM – only site charge to the account favorite loaded in PPL+ (2015 T 06L 303DC6 A8K9RV00) for the hours you actually worked on the site.

Overtime:

Should all be charged to the account favorite loaded for you in PPL+ (2015 T 06L 303DC6 A8K9RV00).

You will have to enter one line for regular time and another for overtime, assuming you are working both regular and overtime hours.

Site-Travel

Travel should be charged to the account favorite loaded in your PPL+ (2015 T 06L 303DC6 A8K9RV00)

Please ensure you are no longer charging to A6LSXX00.

Ralph Ferguson

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